



Family Partner

(Public Service Assistant II)

Human Services Department

Full-time, temporary assignment

40 hours/week

\$25.00 per hour



POSITION: Under direct supervision of the Senior Program Coordinator, the Family Partner will work as an integral member of the Infant Toddler Program team that provides early childhood mental health and case management services to parents and their infants, toddlers and preschoolers in Fremont, Newark and Union City area. The incumbent of this position will function as peer support and assist families in accessing needed services while promoting independence and advocacy skills through a respectful and non-judgmental manner. The family partner will ensure that the family's perspective is represented in the provision of all services which will be conducted in the child's home or preschool, at the Youth and Family Services offices or in other community settings. This City of Fremont Youth and Family Services position is supported by a grant from Alameda County Behavioral Health Care Services. This is a temporary assignment. Current grant funding allows for 1 year with a strong possibility that funding will continue into the future.

EXAMPLES OF DUTIES:

- Assists family with accessing services
- Provides families with information and referral to needed supports
- Serves as a peer role model and supports families as they navigate the system
- Educate and mentor parents helping them to understand and advocate for their rights
- Increases awareness about the importance of parent / professional partnerships.
- Participates in clinical team meetings while representing the parent's perspective
- Serves as a liaison between families and clinicians
- Partners with the mental health clinician and parents during the development and evaluation of the child's treatment plan.
- Completes all charting and documentation requirements.
- Participates in outreach and community events.
- Participates in related trainings and workshops.
- Participates in data collection for Federal grant.

REQUIREMENTS

- Experience in navigating at least two child serving systems, preferably in Alameda County.
- Familiarity with advocating for a young child's mental health and/or developmental concerns
- Experience working with young children and families in some capacity.
- Willingness to work with families with complex needs whose children are exhibiting mental health/behavioral issues.
- High school diploma or GED.
- Good organization skills.
- Excellent verbal and written skills.
- Ability to work occasionally on evenings or weekends.
- Experience working with people from diverse backgrounds.

DESIRABLE

- *Someone with direct experience in utilizing mental health and social services for a child anytime from birth to age 5.*
- *Bilingual in English, Spanish, Farsi or Punjabi*

BENEFITS: There are no benefits with this temporary assignment.

APPLICATION INSTRUCTIONS: To be considered for this position, submit a completed City application and resume:

- Through our online application system at www.fremont.gov/apply or
- To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538.

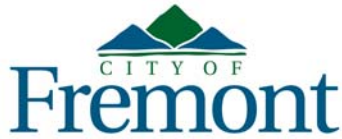
A resume and supplemental questionnaire must be submitted with the completed City application. Applications submitted without a resume and supplemental questionnaire will not be considered.

Applications will be accepted until position is filled. Interested candidates are encouraged to apply immediately.

SELECTION PROCESS: The process will include individual and/or panel interviews, fingerprint check, and reference check. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling (510) 494-4660.



SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this Supplemental Questionnaire is required for your application to be considered for our Public Service Assistant- Family Partner position and is an integral part of the examination process.

This Supplemental Questionnaire will be used to evaluate your work experience as it relates to the position of Family Partner. Your responses to the Supplemental Questionnaire will be evaluated and will assist the City in determining which applicants will receive further consideration in the examination process.

All answers given in this Supplemental Questionnaire regarding work experience are subject to verification. Any misrepresentation of information will be justification for disqualification from the examination process in accordance with the provisions of the City of Fremont's Personnel Rules.

DIRECTIONS:

Please respond to each of the following questions. Please limit each response to 500 words or less. You must submit your answers with your application. For those applying online, you will be asked to answer these questions as part of your application.

1. Describe your experience in utilizing mental health, Regional Center, special education and/or social services for a child under 5.
2. I speak (check all that apply)
 - ☐ English
 - ☐ Spanish
 - ☐ Farsi
 - ☐ Punjabi